

**Position:** Tribal Government Health Clinic Chief Administrative Officer

Primary Responsibility

Ensures the planning, development, implementation and evaluation of cost-efficient and effective health clinic services for Tulalip Tribal members and other eligible Native Americans.

Job Overview

This contract position serves as the Chief Administrative Officer (CAO) for the Tulalip Tribes Health Clinic. The CAO reports to the Tribal Government General Manager and manages the resources of the Tulalip Tribes health clinic to deliver cost-efficient and effective health services to Tulalip Tribal members and other eligible Native Americans. The CAO coordinates and interacts regularly with the Chief Medical Officer, Dental Manager and Nurse Manager to ensure the delivery of high quality, professional health clinic services.

**Responsibilities:**

1. Directs and supervises the administrative operations of the health clinic.
2. Serves as a resource to the Chief Medical Officer who determines the protocols and guidelines for medical services.
3. Ensures the development of the Health Clinic annual and long-term performance, strategic plan and depreciation budgets.
4. Ensures the planning, development, implementation and evaluation of Health Clinic policies and procedures.
5. Ensures patient confidentiality in accordance with HIPAA and other government guidelines and Tribal policies as well as promotes patient rights and responsibilities.
6. Ensures the effective and efficient management of health clinic services to include: records management, dental preventative care and treatment, Contract Health services, alternative medicine, health education, family practice medicine.
7. Ensures compliance with local, state, federal, Bureau of Indian Affairs and Tribal health clinic guidelines, regulations and requirements.
8. Provides information, guidance and advice to management on health clinic policies, procedures, regulations and quality assurance measures.
9. Ensures proper and appropriate review and resolution of patient inquiries, requests and complaints; communicates actions taken.
10. Ensures the development and distribution of timely, accurate reports to management.
11. Advises the Tribal Government General Manager and management on financial issues.
12. Ensures the planning, implementation, development and evaluation of the staffing levels, organizational structure and annual performance budget for the Tribal Government Health Clinic.
13. Provides for the development and growth of Tulalip Health Clinic staff.
14. Evaluates Health Clinic staff performance; provides feedback and addresses staff performance issues in a timely manner.

## **Qualifications**

An applicant for the Health Clinic CAO position must be/have:

1. Earned a Bachelor's degree or equivalent education, training and job experience in the health management field
2. Knowledge of Tribal and Indian health clinic requirements and guidelines
3. Demonstrate effective leadership and management skills
4. Demonstrate excellent oral and written communications skills
5. 15 years experience in managing various health clinic and medical functional areas including records management, health education, family practice, alternative medicine.
6. Must be free of substance abuse for the past (3) years and while employed.
7. Must have no disciplinary actions against them within the last 12 months
8. Must possess a valid Washington state driver license and reliable transportation

## **Application Process**

1. Applicants must submit a resume that includes the following:
  - Education and training course or program, school or organization, and dates of attendance
  - Work experience – organization, position held, dates of position held, responsibilities and accomplishments
  - References – at least five with name, title, address and phone number
2. Applicants must sign a background check authorization form.
3. Applicants must submit written narrative not to exceed 500 words on why they should be selected for the position.
4. Submit packet to the Tribal Government General Manager's Office c/o Shelly Lacy, The Tulalip Tribes, 6406 Marine Drive, Tulalip, WA 98271.

The Tulalip Tribes reserves the right to reject all finalists and to solicit additional applicants at a later date.